DMHRSi Roles and Responsibilities

- DMHRS*i* roles are given to site personnel who's daily job corresponds to the functionality of the modules in DMHRS*i*.
  - MANPOWER (Billets & AMD)
  - HR (SPMS personnel assignments, Career Counseling, RLO, etc.)
  - LCA (Labor Cost Assignment or MEPRS)
    - LCA TIMEKEEPER (assists with managing departmental MEPRS reporting)
  - E&T (Staff Education & Training, Nursing Ed, etc.)
  - READINESS (POMI/EMPARTS)
  - SAA (Site Application Administrator is not a module in DMHRS*i* but they are a "Super User" who is responsible for resetting passwords.

DMHRSi Roles and Responsibilities

- A Responsibility is a level of authority in DMHRS*i* allowing users access only to those functions and data appropriate to their roles in an organization. Each responsibility allows access to a specific application or applications, forms or functions, data, and processes or reports. The responsibility determines what, who and how a user views the DMHRS*i* application as the user navigates throughout DMHRS*i*.

DMHRSi Roles and Responsibilities

- The Roles are windows into the application (DMHRS*i*) for site “Super Users” to perform specific responsibilities or duties.
  - Navy HR Specialist
  - Navy E&T Specialist
  - Navy Manpower Specialist
  - Navy Readiness Specialist
  - Navy LCA Specialist
  - Specialists are limited to viewing data for their UIC and child UICs (core hospital and branch clinics). Can be set to branch clinic level as well.
- “Super Users” can share a single Role or they can have multiple Roles. A command may have

DMHRSi Roles and Responsibilities

- Navy HR Specialist role (XXXX) is normally given to the person/persons.
  - Who do the check-in for Sailors, Civilians, Reservists, Contractors, etc.
  - The person/office that does the check-outs/transfers/retirements.
  - The person who maintains your projected gains/losses and manages your Sponsor program.
  - The person who maintains employee information (particularly in SPMS): Address, Contact Information, Off-Duty Employment, Phone, Other Duties, Employee Allowances.

DMHRSi Roles and Responsibilities

- Navy Manpower Manager (XXXX) role should be given to the person(s) whose primary function is maintaining the command's AMD?
- The Manpower role should also be considered if there is a different office that does staff/strength planning?

DMHRSi
Roles and Responsibilities

- The Navy LCA Specialist (XXXX) should be given to:
  - The Command MEPRS coordinator.
  - Whoever creates or manages the 4th level FCC (MEPRS) codes?
  - Whoever creates the SMART file?
  - Whoever coordinates with BUMED/NMSC in the creation of FCCs, JONs, CACs, etc?
  - Whoever coordinates the Departmental MEPRS Reps

DMHRSi Roles and Responsibilities

- The Navy Timekeeping Specialist (XXXX) role is given to the person(s) who will be responsible for **managing** DMHRS*i* time cards in their respective departments or directorates.
- It is strongly recommended that the timekeeping specialist be someone that is familiar with the schedules of departmental staff.
- Another aspect of the DMHRS*i* timecard process that is important to know is Time Card Approver.
  - The person with this role **approves** individual DMHRS*i* timecards.
  - The Time Card Approver can be the same person as the Timekeeping Specialist but does not have to be.
  - LPO has proven to be a reasonable and reliable choice for this role.

DMHRSi Roles and Responsibilities

- DMHRSi Self-Service Manager role is also known as a Supervisor.
  - This person approves local training and can enroll his or her employees in command training.
  - This person can view and update certain personal data on all those employees he/she supervises.
  - This person receives a copy of each subordinates DMHRSi timecard but does not approve the time card.
  - Every DMHRSi employee must have a supervisor.

DMHRSi
Roles and Responsibilities

- Navy Readiness Specialist (XXXX) is given to those personnel
  - That maintain readiness assignments
  - Maintains EMPARTS data
  - That verify Readiness Data
  - Track Readiness Training

DMHRSi
Roles and Responsibilities

- Navy E&T Specialist (XXXX) role is given to those people who
  - Creates command training calendars/schedules
  - Coordinate training rooms, equipment, instructors, etc.
  - Schedule classes?
  - Records attendance and results
  - Enrolls students in classes that do not self-enroll

DMHRSi Roles and Responsibilities

- The Navy Site Application Administrator Specialist (XXXX) is given to those people who
  - Will reset User Account Passwords
  - Will request
    - New accounts
    - Modifications to existing accounts
    - Ending existing accounts